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16 October 1967

MEMORANDUM FOR: Director of Computer Services

SUBJECT : OCS Christmas Party

1. Results to Date

A review of OCS personnel home addresses indicates that approximately 70% live in Virginia, so the committee has been primarily concerned with establishments in Northern Virginia which could provide accommodations for a Christmas party

The location with the best available open date is:

Mosby Inn  
10560 Main Street  
Fairfax, Virginia

The Fairfax room is available 15 December 1967 and we have placed a tentative hold on it.

The room will accommodate between 125-150 people for a sit-down dinner and dancing. There is ample free parking and the room has a private entrance.

A tentative agreement has been reached with a 5-piece orchestra directed by Howard Watermeier. The price for the four-hour dance period is \$150.

2. Schedule

We are recommending the following:

7:00 - 8:00 Social Hour (Cocktails)

8:00 - 9:00 Dinner

9:00 - 1:00 Dancing

3. Options

Options are available for the dinner. We are recommending for the main course a combined plate of Beef Stroganoff and Seafood Newburg. (Only one main dish can be selected and we felt this would satisfy the majority.) With this as the main course the cost for meal, tax, gratuity, and set-ups for the evening comes to approximately \$5.50 per person. We must also charge for the orchestra. This brings the total to \$6.50 per person.

If we wish to set up a bar, we must purchase the stock. Mosby Inn will supply a bartender. There are three options regarding the handling of the bar.

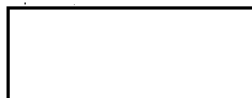
(1) People bring their own ingredients for both before and after the meal. We would not require a bartender. However, everybody would be a mixologist from 7:00 to 8:00 at his table. This would disturb the table decorations and interfere with the waiters who are preparing the tables for the dinner. After dinner this isn't a problem. Not recommended.

(2) We can acquire a bartender and stock the bar from 7:00-8:00. To defray expenses we would sell libation chits at \$.25 each. (Under Virginia law the bartender can take chits; he may not take money.) People would still have to BYOB for after dinner.

(3) We can acquire a bartender and stock the bar from 7:00-1:00 except for the dinner hour. Chits could be sold for \$.25. Alternatively if we sold chits for \$.50 each we could make enough on the bar to pay for the orchestra thus reducing the price to \$5.50 per person.

The argument for (3) with chits at \$.50 each is that attendance would be encouraged by the apparent lower price for tickets -- \$11.00 per couple vs. \$13.00 per couple. Also no one has to bother carrying bottles to and from the Inn. The argument against this approach is that the burden of paying for the orchestra is not shared equally. However, this argument may be specious if everyone feels they got their money's worth.

Your reactions and suggestions are most earnestly solicited.



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OCS CHRISTMAS PARTY

FROM:		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. SA/OCS				
2.				
3.				
4.				
5.				
6.				
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8.				
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11.				
12.				
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14.				
15.				

Attached Draft for discussion at Staff Meeting on 18 Oct.

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